

**REVIEWING COURT CASE FILES AT THE  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
2312 EAST BANNISTER ROAD  
KANSAS CITY, MO 64131  
TELEPHONE: (816) 926-7272**

The National Archives and Records Administration in Kansas City, MO, stores and makes available for public review closed corporate and personal bankruptcy, civil, and criminal case files from U.S. District and Bankruptcy Courts in the states of Iowa, Kansas, Missouri, and Nebraska. Certain case files from the states of Minnesota, New Jersey, New York, North Dakota, and South Dakota are also available. **By appointment only**, researchers may visit the NARA facilities to review case files and obtain photocopies of selected documents.

**STEP 1.** For each case, obtain the following information from the Court where the case was filed and closed. **USE ONE FORM PER CASE.** (This form may be photocopied.)

ACCESSION NUMBER: \_\_\_\_\_ NARA LOCATION NUMBERS: \_\_\_\_\_ AGENCY BOX NUMBER: \_\_\_\_\_  
021 - \_\_\_\_\_ - \_\_\_\_\_ Row \_\_\_\_\_ Unit \_\_\_\_\_ Shelf \_\_\_\_\_  
CASE FILE NUMBER: \_\_\_\_\_ CASE FILE NAME: \_\_\_\_\_  
CITY AND STATE WHERE COURT IS LOCATED: \_\_\_\_\_

**STEP 2.** PRINT your name, address, phone number.

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
DAYTIME TELEPHONE NUMBER, INCLUDING AREA CODE \_\_\_\_\_

**STEP 3.** Transmit this information to NARA by telephoning (816) 926-7272 between the hours of 8:00 a.m. and 4:00 p.m. (Central), Monday-Friday (except Federal holidays). You may also mail this form to the address listed above or fax it to (816) 926-6235. We will set up an appointment for you to review the case file. If the information is incomplete or the case file is not at NARA, we will call you. You will then need to contact the appropriate Court for assistance. Appointments are scheduled to occur between 8:00 a.m. and 3:00 p.m., Monday-Friday (except Federal holidays).

**Appointments must be made at least 24 hours in advance.**

**STEP 4.** Arrive at the NARA facility at the appointed time. (See travel directions below.) When you have reviewed the case file, you can obtain photocopies of documents you select at a cost of 50¢ per page, and can also have them certified at a cost of \$10.00 per certification. Payment is due at the time the copies are made, and may be in the form of cash, Visa, MasterCard, Discover, American Express, money order, or preprinted personal check (valid identification required). Photocopy requests of more than 50 pages may not necessarily be available the same day. If not, they will be available the next business day or will be mailed to you.

Please note that NARA personnel cannot provide you with legal advice or assistance in selecting specific documents for reproduction. If assistance of this type is needed, you should contact the appropriate Court or your legal counsel for further guidance.

Food, beverages, smoking, and children under the age of 16 years of age, are not allowed in the research room.

### TRAVEL DIRECTIONS

The National Archives and Records Administration-Kansas City is located in the Bannister Federal Complex in south Kansas City.

Take Bannister Road (also known as 95th Street) to 95th Terrace, which is about two miles west of the Bannister exit from interstate I-435.

If you are traveling west on Bannister Road, turn right at 95th Terrace.

If you are traveling east on Bannister Road, turn left at 95th Terrace.

Proceed to the third traffic signal, which is at Brooklyn Avenue. At this intersection is a large sign which reads "Internal Revenue Service; National Archives and Records Administration." Turn left on Brooklyn and drive through the parking lot to the northeast corner of the building. The building has "National Archives and Records Administration" in large silver letters near the entrance.

Free parking is available on the north side of the building.

If you have any questions about any of these procedures, call (816) 926-7272, between the hours of 8:00 a.m. and 4:00 p.m., Central Time.